

Date Sept 12, 2013  
SLM

## State Records Committee Meeting

Division of Archives, Courtyard Meeting Room

August 8, 2013

Salt Lake City, Utah

Members Present: Lex Hemphill, Media Representative  
David Fleming, Private Sector Records Manager  
Patricia Smith-Mansfield, Governor's Designee  
Ernest Rowley, Elected Official Representative  
Holly Richardson, Citizen Representative

Legal Counsel: Paul Tonks, Attorney General's Office  
Chiarina Gleed, Attorney General's Office

Attending via telephone: Reginald Williams, Petitioner  
Holly Richardson attended by telephone for first part of meeting.

Executive Secretary: Susan Mumford, Utah State Archives

Others Attending: Matt Anderson, Utah Department of Corrections, respondent  
Jason Knight, Utah State Archives  
Lorianne Ouderkirk, Utah State Archives  
Captain Doug Cook, Utah Department of Corrections  
Eric Peterson, *Salt Lake City Weekly*, petitioner  
Lana Taylor, Attorney General's Office, respondent  
Rebekkah Shaw, Utah State Archives

State Records Committee Chair, Lex Hemphill, opened the meeting and welcomed the participants at 9:49 a.m. Holly Richardson, a member of the committee, was contacted by cell phone because she was delayed in traffic. She participated in the first hearing by phone. The order of the hearings was reversed to accommodate the change. The prison was contacted to delay the hearing with Mr. Williams.

**Hearing – Eric Peterson, *Salt Lake City Weekly* vs. Utah Office of the Attorney General**  
Eric Peterson, *Salt Lake City Weekly*, was the petitioner. Lana Taylor, Assistant Attorney General, appeared for the respondent. Mr. Hemphill explained the procedures for the hearing.

**Opening – petitioner**

Mr. Peterson said that he was looking for records of an investigation into the Whitewater Development and the Front Runner station in Draper. He was denied the records and told the documents related to an ongoing investigation. He said a possible conflict existed in the Attorney General's investigation. He also requested information that would indicate communication between some individuals integral to the investigation in the Attorney General's Office. The

integrity of the Attorney General's Office could be compromised. The public interest in the case warranted the release of otherwise protected information.

### **Opening – respondent**

Ms. Taylor said several categories of records were requested. Text messages were not kept and were not available. There were no text messages or emails of former employees available. There were no records responsive to Mr. Peterson's request for communications between individuals who were part of the investigation. The request was very broad and more specificity with regard to the names of individuals whose communications were requested would be helpful. The investigative report was an ongoing group of records and is created and maintained for criminal investigative purposes. The records were classified as protected under Utah Code 63G-2-305(10)(a). Release of the records could reasonably be expected to undermine the ability of investigators to continue their work. She asked the committee to uphold the department's classification of the records and deny the request.

### **Testimony – petitioner**

Mr. Peterson said the public should know more about the investigation. It has been ongoing since 2011. Mark Robbins was a principal in the Whitewater Seven group and Terry Diehl, a developer, also had a role and may have had insider knowledge about the placement of the commuter station. Mark Robbins alleged that by the spring of 2009 he was no longer involved in Whitewater Seven. Other sources say he was still trying to raise money for the project. In May 2009, Attorney General Mark Shurtleff met at Mimi's Café with Darrell McBride. McBride claimed he was owed \$300,000 dollars by Mark Robbins. Mark Shurtleff allegedly told Mr. McBride to back off of an aggressive attempt to collect money from Mark Robbins as it was hurting his business project. If Shurtleff was aiding Robbins, his office could not be expected to impartially investigate the matter. Mr. Peterson said he wanted to see if there were lines of communication between any of the players and the attorney general's office. The records request denial said all records requested were denied as part of an investigation. The denial did not specifically list any records found or the reasons they were denied. Public interest in the case was high. Mr. Peterson wanted to know whether there were lines of communication between the parties that were not part of an ongoing investigation.

Ms. Smith-Mansfield said there were recent changes in the law that affected the public's right to know. She said a preponderance of evidence must be established for the public interest to outweigh the interest of the state in protecting the records. Mr. Peterson said the investigation was a critical issue and essential to the allegations concerning the conduct of John Swallow and Mark Shurtleff and the Attorney General's Office. The information in the records could reflect on that office as well as public transit investment. According to a 2010 audit, Terry Diehl made close to 24 million dollars by investing in the transit project. Insider knowledge of where the transit station was to be located was involved. Communications between parties not related to investigation could show that. Mr. Peterson said in 2009, Mark Shurtleff met with Mark Robbins who was an associate of Mark Jensen. Mark Jensen hosted both Shurtleff and Swallow in a resort in California. Allegations have been made that John Swallow said he could protect private party investments in a ski resort called Mt. Holly near Beaver, Utah.

**Testimony – respondent**

Ms. Taylor said that the request for investigative records had resulted in a total of 28 reports, 24 recordings of interviews, 3 boxes of documents and 8 binders of documents. The investigation had been going on since 2011 and was a matter of great import and interest to the public. It was important to maintain the integrity of restriction of access for the public good. It was difficult to gather information when information is already known. An investigator should be allowed to go forward without the release of records prior to release of a completed report. Records requested that included emails to and from Mark Shurtleff, John Swallow and their secretary were reviewed. No records were found specific to the names of Richard Burbidge, James Nesland, Eric Pearson, Paul Benson, or Mike Gorlick. Pursuant to Utah Code 63G-2-301(7) (b), the requester is required to identify the records with reasonable specificity. Ms. Taylor said she had brought to the meeting the emails that the department believed were responsive to the request. Email records for Jeff Jones were requested. It appeared that there were two different individuals named Jeff Jones. The emails collected for these individuals did not appear to be related to the request. No emails were provided to the petitioner. The emails collected were classified as protected and were related to ongoing investigations. Ms. Taylor said emails for Robbins, Diehl, and Jones related to ongoing investigations. Although no longer in office, Mr. Shurtleff's emails related to the request were gathered. There were no text messages available. At 10:20 a.m. Ms. Richardson arrived at the meeting and the hearing continued.

**Closing – petitioner**

Mr. Peterson said the Jeff Jones emails could be responsive to his request. He said the discovery of a separate investigation was intriguing. He asked if the information was part of another investigative file when it was discovered or if the information was discovered and then included as part of an investigative file. He wondered if the records were being maintained by the attorney general's office for another agency. The idea of a new investigation brings up more questions about a conflict of interest.

**Closing – respondent**

Ms. Taylor said interest around the investigation is great and investigators need protection in order to conduct thorough investigations. Release of any of the records would undermine the ability of investigators to gather information. The Whitewater investigation began in 2011. An extensive number of records have been gathered. Details are still being obtained by investigators. The scope and extent of the investigation is large and includes subpoenas and multiple interviews. Generally, white collar cases generate a large amount of records. The time frame of two or more years is not unusual. She said she could not estimate the amount of time still needed to complete the investigation.

**Deliberation**

Ms. Smith-Mansfield said if the weighing provision was applied and there was found to be a preponderance of evidence that supported the public right to know, the SRC would have an obligation to review the records. If the committee accepted that the investigative reports are correctly classified as protected, then the email records would need to be reviewed. The two different sets of records are the investigative files and the emails. The emails may show relationships that indicate conflict of interest. Mr. Hemphill said he could uphold the classification of protected for the investigative records pursuant to Utah Code 63G-2-305(10) (a).

Mr. Rowley made a motion that the investigative files were properly classified under 305(10)(a). Ms. Smith-Mansfield said even if the records are properly classified, pursuant to Utah Code 63G-2-403(11)(b), the committee may order the release of records if the preponderance of evidence favors release. Mr. Fleming said he was convinced that there is an ongoing investigation and that the length of the investigation was not unusual. Ms. Richardson said it was already known that there is a conflict of interest in the attorney general investigating the attorney general's office. Ms. Smith-Mansfield seconded the motion made by Mr. Rowley. A vote was taken. The vote was unanimous in favor of the motion. Ms. Smith-Mansfield made a motion to look at the records in camera to consider the weighing provision. Mr. Tonks cited Utah Code 63G-2-102(1) and (2) that defined the legislative intent of two constitutional rights: the public's right of access to information concerning the conduct of the public's business and the right of the government to restrict access to certain records for the public good. Ms. Richardson seconded the motion made by Ms. Smith-Mansfield. Mr. Hemphill said he did not favor looking into ongoing investigative files and determining that they be opened to the public. A vote was taken. Mr. Hemphill and Mr. Rowley voted against the motion. Ms. Richardson, Ms. Smith-Mansfield and Mr. Fleming voted in favor of invoking the weighing provision and therefore reviewing the records. Ms. Taylor described the extent of the emails that had been brought to the hearing. She said they could be numbered for ease of review. An arrangement would be made for the committee members to have access to review the investigative records at the Attorney General's Office on College Drive in Murray. Ms. Smith-Mansfield made a motion that the hearing be continued to allow a review of the records. Mr. Fleming seconded the motion. A vote was taken. The vote was unanimous in favor of the motion. Mr. Tonks said he would draft an order to be sent to the parties.

#### **Hearing – Reginald Williams vs. Utah Department of Corrections**

Mr. Williams was contacted at the prison. Mr. Hemphill explained the procedures of the hearing to the parties.

#### **Opening –petitioner**

Mr. Williams requested records regarding an incident at the prison in April 2013. He also requested training records for employees of the department. Initially he was approved to have the training records, he said, but did not receive them. In the past the department classified training records as public and released them. GRAMA states that training records are public. Mr. Williams asked the committee for a clarification on the status of the records. The department denied the records based on the possibility of threats and danger. The records have implications for the public as well. A newspaper article submitted as part of his appeal by Mr. Williams showed that the prison was negligent in keeping officers trained.

#### **Opening – respondent**

Matthew Anderson, counsel for the Utah Department of Corrections (UDC) said eight records requests were part of the appeal. One of the requests was for an incident report. The other seven were for the training records of seven specific employees. Pursuant to Utah Code 63G-2-305(11) and (13), the records are classified as protected. The release of the records could jeopardize life and safety of individuals and the safety and security of the institution. The records of training were provided to Mr. Williams and his account was charged \$7.75. The release of the records

was a mistake, and when it was discovered, the records were retrieved. The department's position is that the release of the records to the inmates poses a safety and security risk.

### **Testimony – petitioner**

Mr. Williams said the incident report or IR-1 was denied because it contains certain personal information about prisoners and release of the records would jeopardize the life and safety of others. The department claimed the information was susceptible to misuse by prisoners with vendettas or involved in gang rivalries. There was no evidence that the particular reasons for not releasing the information applied to the petitioner. Each incident report should be taken as an individual case and the information could be redacted to remove names or information felt to be dangerous. The department claimed that after redactions, no information would remain. The training records that were requested have minimal information. The information includes the name of the employee, the type of training, the date of completion of the training and the number of hours awarded. The department offered no information that the release of the training records could pose a threat to anyone. The department claimed that if prisoners knew the type of class or training officers had taken, prisoners would modify their behavior to play to the strengths or weaknesses of those employees. The training records do not contain information that could be used to the advantage of a prisoner. There is no evidence that anyone could be hurt by the disclosure of the records. GRAMA requires disclosure of disciplinary records as well as training records. There is no evidence that release of such records would negatively impact anyone. A well-trained officer is an asset to the department. Some of records belong to people no longer employed by department so there is no need for protection of the information. The newspaper article states that over 100 employees were derelict in their duty to complete required training. If the department cannot show that the training records are a danger, they should be classified as public and released.

### **Testimony – respondent**

Mr. Anderson introduced Captain Doug Cook. He was sworn as a witness. He has spent 22 years as an employee at the prison and currently oversees blocks A and B in the Wasatch facility. It is a medium security facility. He said he had reviewed and denied the incident report because it provided the names of all the persons involved in the incident. It also described the roles the people played in the incident. Inside the prison, information can be gathered and used for gain. It can be sold or used for extortion or in gang conflicts. Players in an incident can be targeted. Mr. Williams has no history of misuse of information, but it could be taken from him to be misused and does create a safety risk. Training records are created and maintained by POST. Prisoners can manipulate officers based on training and experience. Staff members do not want their personal information available to prisoners. The information can expose vulnerabilities. There is a psychological impact of having personal information disclosed. Two officers and one sergeant typically supervise 180 inmates. One officer must stay in the control room. The ratio of supervision is one officer for 30 inmates. Firm and fair treatment of inmates is important. An officer should not feel threatened or intimidated while on duty. An inmate could request training records for every officer on a block. By insight into the personalities of officers an inmate could gain an advantage. Minimally trained officers could be targeted as a weak link. A thorough review of all records requested by inmates is limited by lack of manpower. Utah Code 63G-2-301(2)(b) requires release of relevant education of employees of a governmental entity. The records required to be released do not go into any level of detail into specific classes taken

throughout an officer's career. Suzanne Young was introduced and sworn as a witness. She said the officers maintain their certification by taking classes. Certification records are kept by POST. An officer maintains certification by taking certain classes. Mr. Williams asked to have a copy of the IR-1. He asked Captain Cook what personal information was included in the report. With the names and private information redacted, the record would be blank. Other private information in the record includes driver license numbers, offender numbers, date of birth, race, housing information, and roles in the incident. The training records have only the officer by name and classes taken.

#### **Closing – petitioner**

Mr. Williams said training records should include the relevant education staff has to complete to remain certified. Releasing the records, the department says, will pose a threat. An inmate has no way of determining a weakness by seeing the training records. It may have a positive impact on inmates to know an officer is well trained. An untrained officer is a liability to the prison and prisoners. To declare that training records are protected will veil the records in secrecy.

#### **Closing – respondent**

Mr. Anderson said the IR-1 redacted would be a blank form if all private information were redacted. Training records have no information about maintenance of certification of officers. The classes listed on the forms record the classes taken. The risk in releasing the information is the safety and security of the institution and the psychological state of the officers. Certification of officers can be verified. The Department of Corrections requests that the IR-1 and the training records be maintained as protected.

#### **Deliberation**

Ms. Smith-Mansfield made a motion that the IR-1 is appropriately classified as protected pursuant to Utah Code 63G-2-305(11). Former decisions and orders issued by the committee, 96-03 and 94-17 Penman both address IR-1 and IR-2 records. The committee has already ruled that the records are appropriately classified as protected pursuant to Utah Code 63G-2-301(2)(b)(ii). Mr. Rowley seconded the motion. A vote was taken. The vote was unanimously in favor of the motion. Mr. Fleming made a motion to go in camera to review the training records brought to the hearing by UDC. Ms. Smith-Mansfield seconded the motion. A vote was taken. The committee voted unanimously to go in camera to review the records.

#### **Closed session 12:49 p.m. – 1:00 p.m.**

Ms. Smith-Mansfield made a motion to return to open session. Mr. Fleming seconded the motion. The committee voted unanimously to return to open session.

#### **Deliberation continued**

Mr. Hemphill said the world of Corrections was a different world and life within the prison was different. He said he deferred to the people who work there to define what can create a danger and what cannot. Mr. Rowley said the newspaper article submitted referenced an audit made seven years ago and did not seem relevant since the deficiencies have been corrected. Mr. Rowley made a motion that the records are properly classified as protected under Utah Code 63G-2-305 (11) and (13). Mr. Fleming seconded the motion. A vote was taken. Ms. Smith-Mansfield voted against the motion. Mr. Hemphill, Ms. Richardson. Mr. Fleming and Mr.

Rowley voted in favor of the motion. The motion passed four to one. Mr. Hemphill said an order would be sent to the parties within seven business days. He thanked the parties for their attendance.

#### **Approval of July 11, 2013 SRC Minutes.**

Mr. Hemphill said the fact that Mr. Tonks commented that two cases had been overturned in District Court should be noted in the minutes. Mr. Rowley made a motion to approve the minutes. Ms. Smith-Mansfield seconded the motion. A vote was unanimous in favor of the motion. Mr. Fleming abstained as he was not in attendance.

#### **Retention schedules submitted**

One retention schedule for approval by the committee was presented by Jason Knight. #28319 Office of the Property Rights Ombudsman, General case files.

Retain 10 years after case closes.

Ms. Smith-Mansfield made a motion to approve the schedule as presented. Mr. Fleming seconded the motion. The vote was unanimous in favor of approving the schedule as presented. See attached schedule.

The General Retention Schedule for schools was presented for approval by Rebekkah Shaw. The schedule was reviewed by various school districts. Rebekkah presented the eight schedules on a spread sheet and suggestions for modifications were made by the committee. See the attached General Retention Schedule. Changes were suggested to two of the schedules. The following are the changes:

Item 17-30 Discipline, retain until administrative need ends, "but not past graduation," was added, and then destroy.

Item 17-27 Enrollment and Registration, retain until superseded was replaced with "until end of school year or graduation," and then destroy.

See attached schedules and the spread sheet for the Student Records General Retention Schedules. Ms. Smith-Mansfield made a motion to approve the retention schedules as modified. Ms. Richardson seconded the motion. The modified schedules were approved by unanimous vote of the committee.

#### **Appeals received**

Ms. Mumford presented the appeals received during the month. Four hearings so far were scheduled for September. See the attached document.

#### **Appeals in District Court**

Mr. Tonks presented updates to cases in District Court. See the attached documentation.

The next scheduled meeting of the State Records Committee is September 12, 2013. The meeting was adjourned by acclamation at 1:40 p.m.

# STATE RECORDS COMMITTEE

August 8, 2013

State Archives Building, Courtyard Meeting Room  
346 S. Rio Grande (450 West)  
Salt Lake City

## AGENDA

Call to Order 9:30 a.m.

### Hearing

**Reginald Williams vs. Utah Department of Corrections.** Mr. Williams is appealing the denial of an incident report and records of training for certain correctional officers.

**Eric Peterson, *Salt Lake City Weekly* vs. Utah Attorney General's Office.** Mr. Peterson is appealing the denial of records of an investigation into the Whitewater Development and records of communication.

### BUSINESS

Approval of July 11, 2013, SRC Minutes, action item

Approval of retention schedules, action item

SRC appeals received

Cases in District Court

Other Business

### ADJOURNMENT

Next meeting scheduled for September 12, 2013



SRC Appeals Received  
August 2013

1. **13-20 Roger Stephenson vs. Alpine School District.** Mr. Stephenson, through the counsel of Johnstun Law, is appealing the denial of records of improper relationships between a former teacher at ASD and students or minors. Alpine School District provided all available records. Hearing scheduled for August cancelled.
2. **13-15 Reginald Williams vs. Utah Department of Corrections.** Mr. Williams is appealing the denial of an incident report and training records for UDC employees. Hearing scheduled for August.
3. **13-23 Miguel Contreras Perez vs. Human Services DCFS.** Mr. Perez is represented by Ms. Kim Karn, an attorney with the Public Defender in Pueblo, Colorado. Mr. Keith Massey, an investigator at the same agency, is assisting in the defense and has appealed the denial of records relating to Mr. Perez in order to save him from the death penalty. Human Services supplied all available records. Hearing scheduled for August cancelled.
4. **13-26 Eric Peterson, *Salt Lake City Weekly* vs. Utah Attorney General's Office.** Mr. Peterson is appealing the denial of records of an investigation into the Whitewater Development and records of communication. Hearing scheduled for August.
5. **13-25 Colleen Schulte vs. Summit County.** Ms. Schulte is appealing a partial denial of records from the Summit County Attorney's Office involving the County Attorney's office and a specific person. Hearing scheduled for September.
6. **13-28 Clara Fernanda Ruiz represented by Steven Sullivan of Robert J. DeBry & Associates vs. Division of Risk Management.** Ms. Ruiz's representative is appealing the denial of an incident report and witness statements of an accident. Hearing scheduled for September.
7. **13-29 LuAnn Justesen vs. Iron County Sheriff's Office.** Ms. Justesen is appealing the denial of a copy of a recording of a call she made to the Sheriff's dispatch number and any notes made by the dispatcher. Hearing scheduled for September.
8. **Harshad Desai vs. Utah State Office of Education.** Mr. Desai is appealing the lack of response to a request for the composition of employees of Garfield school District employees. Hearing scheduled for September.

## August 2013 Records Committee Case Updates

### District Court Cases

**Williams v. Mumford**, 3<sup>rd</sup> Judicial District, Salt Lake County, Case No. 130901187, Judge Faust, filed February 14, 2013.

**Current Disposition:** On July 26, 2013, AG office filed a Motion to Dismiss case based upon: (1) Failure to name proper parties (State Records & Department of Corrections); (2) Failure to file an appeal in the proper amount of time; (3) Failure to file a proper complaint; (4) Failure of Service. Williams filed an appeal of his case being dismissed without a hearing by the Committee.

**Utah Transit Authority v. Janelle Stecklein**, 3<sup>rd</sup> District, Salt Lake County, Judge Parker, Case No. 120908696, filed December 21, 2012.

**Current Disposition:** Case in discovery stage with exchange of interrogatories and requests for admissions.

**Lawrence v. Dept. of Public Safety**, 3<sup>rd</sup> District, Salt Lake County, Case No. 120907748, Judge Dever, filed November 19, 2012.

**Current Disposition:** On June 5, 2013, Court ruled in favor of Petitioner Jeffrey Lawrence, finding that the investigative records that are the subject of the request should be disclosed, the records are not records concerning performance evaluations or personal status information, and there is no merit that there is an unwarranted invasion of privacy. Court directed counsel for Lawrence to draft an order reflecting court's ruling. A proposed order was submitted, Public Safety objected to the proposed order, and a Notice to Submit concerning the objection to the Proposed Order was filed on June 21, 2013.

**Utah Dept. of Workforce Services v. Guberev**, 3<sup>rd</sup> District, Salt Lake County, Case No. 120907203, Judge Faust, filed October 23, 2012.

**Current Disposition:** Appeal dismissed with prejudice on August 6, 2013 after joint motion to dismiss was filed.

**Utah Dept. of Human Services v. Wilson**, 3<sup>rd</sup> District, Salt Lake County, Case No. 120903186, Judge Kelly, filed May 10, 2012.

**Current Disposition:** Mr. Wilson has filed a Civ.R. 59 Motion for Relief from Judgment.

**Salt Lake City v. Jordan River Restoration Network**, 3<sup>rd</sup> Judicial District, Salt Lake County, Case No. 100910873, Judge Stone, filed June 18, 2010.

**Current Disposition:** Scheduling order regarding discovery in the case filed with the Court on July 30, 2013.

### Appellate Court Cases

**Attorney General Office, v. Schroeder**, Court of Appeals Case No. 20121057.

**Current Disposition:** Trial held on October 19, 2012. Appeal filed by Schroeder requesting matter to be heard by the Utah Supreme Court. AG counsel has been assigned to represent the AG's office, Paul Tonks assigned to represent the Committee.

**Salt Lake City Corp. v. Mark Haik**, Court of Appeals Case No. 20130383.

**Current Disposition:** Summary Judgment granted in favor of Salt Lake City Corp. Court found that it had jurisdiction to hear appeal filed by Salt Lake City Corp. from a decision by its appeals board, holding that a governmental entity with appeal procedures set up pursuant to Utah Code § 63G-2-701 still get a right to an appeal to district court similar to an appeal from the State Records Committee. Court granted Motion to Dismiss the Committee since it was not a party to the proceedings below. An appeal has been filed with the Utah Court of Appeals by Mr. Haik.

# Utah State Archives

**Parent Agency:**

Error - Agency Does Not Exist

Error - Agency Does Not Exist

**Agency:**

**Records Officer**

28297	ATTENDANCE
28301	DISCIPLINE
28298	ENROLLMENT AND REGISTRATION
28303	GRADUATION AND TRANSCRIPTS
28299	MEDICAL LOG RECORDS
28300	PERFORMANCE AND TESTING
28302	PERMISSION AND PASSES
28294	STUDENT HISTORY

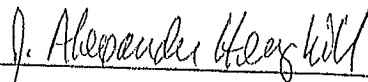
Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in

August 2013.

  
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Susan Mumford  
Executive Secretary  
State Records Committee

  
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Chair  
State Records Committee

## Utah State Archives

**AGENCY:** ??????????????????

**SERIES:** 28297

**TITLE:** ATTENDANCE

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

Minors between age 6 and 18 are legally required to attend school. These are records of student attendance, absence and tardiness.

**RETENTION:**

Retain for 4 years UCA 53a-11-101 to 105 (2012) and then destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

## Utah State Archives

**AGENCY:** ??????????????????

**SERIES:** 28301

**TITLE:** DISCIPLINE

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

Student misconduct may be the subject of disciplinary action if the conduct disrupts the educational environment, threaten or harm persons or property, or disrupt school activities. Any record or information that is created or used to address student misconduct is included.

**RETENTION:**

Retain until issue resolved AND Admin. Need ends. Do not retain past graduation. and then destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

## Utah State Archives

**AGENCY:** ??????????????????

**SERIES:** 28298

**TITLE:** ENROLLMENT AND REGISTRATION

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records capture the necessary information to enroll a student in a particular school and document their course of study. The application process of those seeking to home school or participate in alternative programs is included in this schedule.

**RETENTION:**

Retain until end of the school year, superseded or graduation. and then destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

## Utah State Archives

**AGENCY:** ??????????????????

**SERIES:** 28303

**TITLE:** GRADUATION AND TRANSCRIPTS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

**RETENTION:**

Permanent.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

## Utah State Archives

**AGENCY:** ????????????????????

**SERIES:** 28299

**TITLE:** MEDICAL LOG RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records are maintained to ensure that students meet mandated health requirements to attend school and to ensure that, as appropriate, medical needs are met during school hours.

**RETENTION:**

Retain for 3 years after graduation or after student leaves the school. UCA 53A-11-601(1)(2008) and then destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.



## Utah State Archives

**AGENCY:** ??????????????????????

**SERIES:** 28300

**TITLE:** PERFORMANCE AND TESTING

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document student performance and educational history. They include test scores, grades, and any other progress or performance measures.

**RETENTION:**

Retain for 3 years after graduation or after student leaves the school and then destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

## Utah State Archives

**AGENCY:** ??????????????????

**SERIES:** 28302

**TITLE:** PERMISSION AND PASSES

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document parent or guardian consent for their student to participate in an activity or leave school during school hours.

**RETENTION:**

Retain until end of school year and then destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

## Utah State Archives

**AGENCY:** ??????????????????????

**SERIES:** 28294

**TITLE:** STUDENT HISTORY

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This Information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance.

**RETENTION:**

Permanent.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**PRIMARY CLASSIFICATION:**

Private

# Utah State Archives

## Parent Agency:

**Agency:** Canyons School District (Utah)

Canyons School District  
9150 South 500 West  
Sandy, UT 84071  
801-826-5000

## Records Officer

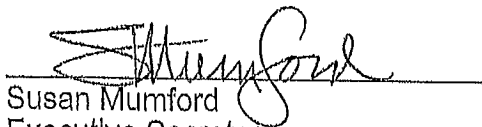
28371 Indian Hills Middle School Student Test Results

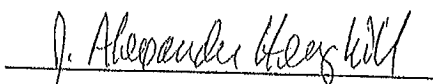
Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in

August 2013

  
Susan Mumford  
Executive Secretary  
State Records Committee

  
Chair  
State Records Committee

## Utah State Archives

**AGENCY:** Canyons School District (Utah)

**SERIES:** 28371

**TITLE:** Indian Hills Middle School Student Test Results

**DATES:** 1980 to Present

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These documents are individual student end of quarter or end of year test scores. This data is used to monitor progress as well as for student placement.

**RETENTION:**

Retain 3 years after graduation

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided student has graduated.

**APPRAISAL:**

Administrative Historical

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 31.

Records are used for student and program management purposes.

**PRIMARY CLASSIFICATION:**

Private            63G-2-302

# Utah State Archives

Parent Agency: Commerce Department  
Property Rights Ombudsman

Agency: Department of Commerce, Property Rights Ombudsman

## Records Officer

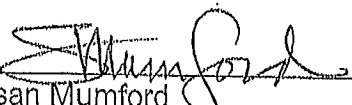
28319 General case files

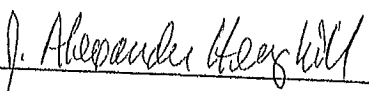
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Susan Mumford  
Executive Secretary  
State Records Committee

  
Chair  
State Records Committee

## Utah State Archives

**AGENCY:** Department of Commerce, Property Rights Ombudsman

**SERIES:** 28319

**TITLE:** General case files

**VARIANT:** OPRO General Case Files

**DATES:** 1998-

**ARRANGEMENT:** Chronological by date case is closed

**DESCRIPTION:**

These records are general case files created to document potential dispute resolution cases, exaction and takings cases, land use cases, and potential land use advisory opinions. Files may contain correspondence, appraisals, site plans, studies, documentation regarding enforcing, obeying and interpreting land use laws and other related materials/documentation.

**RETENTION:**

Retain 10 years after case closes

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

Administrative

These case files are used for guidance in enforcing, obeying and/or interpretation of the law. Each file has the potential of becoming a mediation/arbitration or may lead to a legal opinion.

**PRIMARY CLASSIFICATION:**

Public

## Utah State Archives

**AGENCY:** Department of Commerce. Property Rights Ombudsman

**SERIES:** 28319

**TITLE:** General case files

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. 63G-305(8)&(51)

Private